

2003-2004 Annual Report: Programs for the Gifted
Information and Instructions

Due Date: September 27, 2004

General Instructions

The ***2004 Gifted Annual Report, Programs for the Gifted*** is a requirement under *Code of Virginia* §22.1-18.1. This document collects data for the division's services for gifted students in school year 2003-2004. The first sections of the report have been merged from the data entered by each division through its March 31, 2004 student records report solicited through Sups. Memo #9 Administrative.

The Gifted Annual Report document requires Microsoft Excel (version 98 or higher) to complete. Each division's report has been created and is available at the following website. Division personnel should open the appropriate division document and key in additional data.

<http://www.pen.k12.va.us/VDOE/Publications/Gifted/datacoll/coll.shtml>

Special Note:

Macros must be "enabled" within Excel for the 2004 Gifted Annual Report to be completed. Users should check the security level setting in the Excel software; it must be set at "medium" for the macros to be enabled by the user.

Users should save the Excel spreadsheet identified by their division number and name on the user's computer system. Divisions are requested to save the file as it is named on the webpage. To avoid confusion after saving the document, the user should shut down the browser, and then open the document directly or through the Excel application. Users should immediately be asked to "enable macros." If that question is not immediately seen, users should check the Excel security level. [Contact the division technology coordinator for support.]



Users of this document will notice an icon on each page that allows the user to print individual pages.

The ***2004 Gifted Annual Report, Programs for the Gifted*** has three required parts and one optional part.

Part 1 – Cover page: This page requires the division to indicate the name of the person completing the document, that person's e-mail address and length of contract; grade designations for primary, elementary, middle, and/or secondary services, if different from those indicated on the program information pages; dates the local advisory committee reviewed the 2003-2004 local plan and the date it presented/sent its report to the local school board; and the superintendent's signature.

Part 2 – Composite information: Items #1-3 have been completed for the division based on the data submitted to the department in the March 31, 2004 student records report.

Special Note:

Divisions are allowed to update membership numbers; it is important, however, that any changes in a division's membership be reported to the division's IT office for resubmission to the Department of Education.

Part 3 – Program information: The required pages will be developed based on the information indicated by the division in item #1 on the composite information page. Access to these pages is gained by clicking the large gray button at the top of the composite information page. Divisions are required to indicate how students identified for the specific model (General Intellectual Ability, Specific Academic Aptitude, Visual and Performing Arts, and/or Technical and Practical Arts) are served. Page indicators at the bottom of the Excel screen may be used to move among the program pages.

Part 4 – Revisions to the Approved Local Plan for the Education of the Gifted: If the division has made changes to its local plan; the division should submit specific pages with those changes with the annual report. Those pages along with the signed cover page should be mailed to the Department of Education by September 27, 2004:

Dr. Barbara McGonagill
Office of Secondary Instructional Services
Virginia Department of Education
P.O. Box 2120
Richmond, VA 23218-2120

Users are encouraged to contact Barbara McGonagill (bmcgonag@mail.vak12ed.edu) with questions or concerns about the use of this document. The Department of Education would like to express its appreciation to the gifted education coordinators for their service during the 2003 – 2004 school year.

Detailed Directions for the Cover Page

Prepared by – Indicate the name and title of the person entering the data. It is recommended that this be the division's 2003 – 2004 designated gifted education coordinator. That person's e-mail address is requested. Please indicate whether this person holds a 10-, 11-, or 12-month contract; this information will assist the department in contacting the user for clarifications, if necessary.

Local Advisory Committee – As required in §22.1-18.1, each division must have a local advisory committee (LAC) that provides information to the superintendent and school board related to the division's services for gifted students. The code requires two actions from the LAC. It must review the approved local plan and all revisions and must report its findings regarding the implementation of that plan to the school board and the superintendent. These reports may be made in written or oral form; the choice is left to the committee. The division must indicate the two dates, during school year 2003 – 2004, when those actions were taken. Please note that the cells for reporting these actions will only honor dates from 07/01/03 through 06/30/04. Including any other date will generate an error message.

This page should be printed, signed, dated, and mailed to the department to complete the submission process.

When this page is complete, please click on the page marker at the bottom of the screen and move to the "Composite Information" page.

Detailed Directions for the Composite Information Page

Please note: Items 1 through 4 require that the Number Lock be enabled on your computer. As indicated previously, divisions will find data drawn from their March 31, 2004 student records reports entered for items #1, 2, and 3. Divisions may correct data as they see fit. However, certain data will need to be entered entirely.

Item #1: Number of Students Served by Area of Giftedness (Duplicated Count) - divisions should report all students served in any gifted program offered by the division.

Item #2: Unduplicated Count - Ethnicity of Identified Students by Grade - divisions should show the ethnicity by grade for the unduplicated count of students identified as gifted.

Item #3: Numbers and Ethnicity of Students Referred for Gifted Services – divisions should indicate all students, by grade and ethnicity, for whom a referral was made. This count should include all students who were or were not found eligible for gifted services from April 1, 2003 through March 31, 2004.

Divisions may have to enter/modify the data for its referred students. This data was only partially extracted from the March 31, 2004 submission. [Divisions using the SASIxp program for student records expressed concern that students referred and subsequently identified in the same school year for program services were not included in item #3, although those students would be included in items #1 and #2].

Item #4: Number of Designated Gifted Education Teachers - divisions must enter its information on the number of full-time and part-time teachers of the gifted and about the training those teachers have acquired during 2003-2004. This information should agree with the division's approved local plan for the education of the gifted, Part II, Section E.

Required training may be acquired or credited when a teacher has an advanced degree in field; when the teacher has an advanced degree in gifted education; when a teacher has acquired the add-on endorsement in gifted education; or when a teacher has participated in local training that is consistent with the approved local plan for the gifted.

Please note that the division must indicate the total number of teachers it considers "full-time" or "part-time" teachers of the gifted. This classification may or may not correspond to the division's FTE reports. The division, **not the department**, determines in which category a teacher is reported. However, the total number of teachers of the gifted either "full-time" or "part-time" should equal the total of teachers reported across all four areas of training.

Once information for this page is complete, the user should click on the gray box at the top of the page. Program services pages will be created that correlate with the areas of giftedness the division indicated in item #1. Please notice that a page marker will appear at the bottom of the spreadsheet for each area of giftedness indicated in item #1.

Detailed Directions for Program Services Pages

Please complete each program page for all grades served in that area. For example, if the division uses General Intellectual Ability services for kindergarten through grade five students and then serves those students in Specific Academic Aptitude areas from grade six through grade twelve, the division will have data in the first two columns of the General Intellectual Ability program page and in the last two columns on the Specific Academic Aptitude page.

To mark a block, place the cursor on the correct block and click once. An “x” will appear. Moving the cursor back to any block and clicking will remove an “x.” When a division does not find a specific choice in an area that it needs, the division may provide specific additional information by marking “other” with an “x.” A block will open that will allow the division to key in specific information. For example, under item 4 “Advanced Placement,” divisions that offer Advanced Placement courses in art should mark the 9-12 column, item 4f with an “x” and then key in the block either art history, studio drawing, or studio general.

In order to prevent confusion some cells are closed. Academic-Year Governor’s Schools are 9 – 12 options only; therefore the cells for kindergarten through grade 8 are closed.

For specific information, the user is referred to the *Virginia Plan for the Gifted* (www.pen.k12.va.us/VDOE/Instruction/Gifted/gifted.htm) or to the division’s approved local plan for the gifted, Part II, Section C. If new services have been added this year to the division’s local plan for the gifted and are being reported through the annual report, the division must submit a revised Part II, Section C page of its local plan as an attachment to the signed cover page when it is mailed to the department.

Submission Information

The Department of Education has a dedicated mailbox that will receive divisions’ annual reports. The user is asked to send a message to gar2004@mail.vak12ed.edu. In the subject line, please indicate the name of the division followed by gar2004; for example, Accomackgar2004. The spreadsheet should be attached to the message, not embed within in the message. The department will reply to the message as the documents are downloaded, after September 27, 2004. Documents may be sent to the specific mailbox at any time between the release date and September 27, 2004.

Contact Information

For more information, please contact Barbara McGonagill, specialist, Governor’s Schools and Gifted Education, 804/225-2884 or via e-mail at bmcgonag@mail.vak12ed.edu.